

Minutes

Douglas County Transportation District

Monday, October 14, 2019 5:30 p.m.

Roseburg VFW, 1127 Walnut Street

Roseburg, OR 97470



PRESENT: Jennifer Bragg, John Parker, Mike Baker, Sheri Moothart, Mark Hendershott, John Campbell, Kat Stone

ABSENT: All directors present

1. Call to Order:

The meeting was called to order at 5:32 p.m. by Board Chair Mike Baker.

2. Roll Call

Roll call was taken by the Board Chair Mike Baker.

3. Pledge of Allegiance

Recitation of the Pledge of Allegiance.

4. Consent Agenda

a. Review and Approval of Minutes of September 23, 2019 Regular Meeting

MOTION: John Parker moved to accept the minutes from September 23, 2019 Regular Board meeting. Seconded by Jennifer Bragg. Motion carries unanimously.

b. Financial Report

Jeff Cooley and Lora Jones from Neuner Davidson & Co. attended to answer any questions or expectations that the Board may have regarding the financial reports. Jeff described the presentation format of the monthly financial report explaining details of payments and disbursements, the year to date, and the percentage of the budget allocated for each category. Jeff clarified funds within the budget can be reallocated when needed. Additionally, Neuner Davidson will be tracking all invoices and financial documentations for future financial auditing.

5. Public Comment (limit to 10 minutes total)

Monica Leisner, DAR Dispatcher, wanted to share personal knowledge of Dennis Pinheiro's qualifications. Monica advised the Board that around 2008, Dennis worked for Senior Services and suggested establishing a DAR dispatch call center which started September 2009. Monica complimented Dennis' managerial skills asserting that through his direction,

any requirements of the providers from ODOT would be completed. Monica advised the Board that Dennis should be given a chance, that his knowledge and skills should be utilized.

Julie Seghetti, DAR Dispatcher, disclosed her frustration because accrued sick and vacation time did not transfer during their hiring process as UCAN employees from being temporary associates through Express Employment. Julie clarified that it was typical to not take vacation or sick days to cover the flux of the third and fourth part-time dispatcher positions. Monica and Julie lost 48 hours of vacation time that they would have taken if they were aware of the impending loss. Julie questioned several people and has not obtained any answers; she wants answers, would like reimbursement. Discussion followed between the Board, General Manager, and DAR dispatchers regarding what direction to proceed to discover a resolution. Issue to be thoroughly looked into.

6. Public Hearings

a. District Name Change

The Chair explained the District's intent to change its' name from Douglas County Transportation District to Umpqua Public Transportation District. The Chair added the goal was to clarify any public confusion the District's current name creates.

Opened Public Hearing to address District Name Change.

Lou Landis, UTrans Supervisor, asked if branding has been included with the name change for all the buses. The Chair explained that UPTD is more easily associated with UTrans in contrast to Douglas Rides which may have to change to Umpqua Rides; rebranding will be progressive as time goes by, but there are no expectations of it affecting UTrans.

No further comments or concerns. Closed Public Hearing.

7. Resolutions

a. Resolution 19-19 District Name Change

Changing the Name of the District to Umpqua Public Transportation District; authorizes and directs the General Manager to carry out any and all steps necessary to complete and effectuate the District's name change as required by ORS 198.794 (2).

MOTION: Mark Hendershott moved to adopt Resolution 19-19 District Name Change. Seconded by John Campbell. Motion carries unanimously.

b. Resolution 19-20 Updated Title VI Policy

Adopting Douglas County Transportation District's Title VI and ADA Nondiscrimination Policy and Procedure as its own to comply with the requirements of the Title VI and American's with Disabilities Act.

Discussion followed to clarify the procedure; how potential complaints are submitted, reviewed, handled, and tracked. Discussed probability of an annual Status of the District report around February or March to review the status of everything District related – to include information such as compliments, complaints, and statistics; may be informational to help adjust the budget accurately.

MOTION: John Campbell moved to adopt Resolution 19-20 Adopting Douglas County Transportation District’s Title VI and ADA Nondiscrimination Policy and Procedure. Seconded by Mark Hendershott. Motion carries unanimously.

8. District Items

a. November meeting (Veteran’s Day)

Discussed what day to have the next meeting; whether to have a special meeting in a week or two or to move November’s regular meeting to the prior week or the week after Veteran’s Day. All Directors agreed to move November’s Regular meeting to November 4, 2019.

9. General Manager Report – Cheryl Cheas

Cheryl shared performance measures for the First Quarter (July through September) for Dial A Ride and UTrans. Discussed the following topics: setup work from home; viewed two properties to consider for purchase; attended National RTAP Conference in Portland for training and access to setup website for the District; reviewed Title VI information for recommendation to update; provided information to UCAN for amendment for bus match; produced worksheet mirroring OPTIS for accurate documentation from each provider; established baseline performance measure tracking for STIF projects; attended OTA luncheon and OTA Board Retreat; attended Sutherlin TSP Advisory Committee meeting; prepared UTrans Quarterly report; preparing worksheet for each provider and requested quarterly report information; preparing NTD report information to provide to Dennis.

10. Not On Agenda

Jennifer Bragg questioned the absence of Dennis Pinheiro; clarified during prior meeting it was requested he attend, and he had agreed. The Chair advised that he will make sure he attends future meetings.

Jennifer asked UTrans for update of how many drivers are still needed. Lou confirmed 4 drivers are still needed. Andrea Chaney, UCAN Program Operations Director, added that several applications have been received and there are five interviews scheduled for the following week. Discussion followed regarding timeframe for onboarding process; including some of the steps required, CDL with passenger endorsement versus A with airbrake endorsement, DMV permit process, and testing. General Manager confirmed that optimally, when UTrans is fully staffed, the onboarding process takes two weeks.

Jennifer asked if a Board member can be in charge of looking into the dispatchers' sick and vacation time issue; it is agreed that Jennifer can look into it. Discussed that sick time was most likely lost during hiring process; was temporary employment through Express Employment, UCAN owned that contract, so Jennifer will have to go through Andrea for communication with Express Employment. Andrea concurred that Jennifer would have to inquire with Rhonda Amer, UCAN HR Director.

John Parker reached out to legislators, since they approve funding for the District, regarding his first-hand experience on UTrans buses and the concerns he encountered; i.e. the large steps to board the buses. John will be escorting the legislators on UTrans buses, to give them a tour on the buses that are currently in use. Would like to include every legislator willing to receive a tour on UTrans buses to provide them with a first-hand example of what is available for smaller districts like ours in contrast to larger districts that have more elaborate buses available.

John Campbell wanted to know what advisory committee is doing. The Chair explained typically only meet once or twice a year. Discussed the need to advertise for two positions on the advisory committee. Discussion followed regarding additional need to advertise for District Board vacancy for John's position.

Mark Hendershott wanted to comment on the proposed lease agreement received, there is misspelling of the name of the lessor on the first page; but more importantly, Lightning Yellow, LLC, was administratively dissolved by the State in 2011 and under statute it is not entitled to do business; the status of the lessor needs to be fixed, otherwise is not a valid lease.

11. Agenda Build – Next Regular Meeting November 4, 2019

UCAN agreements – Bus Match & Bus Parking

Executive session – hiring

John Campbell's position vacancy

Jennifer Bragg's status update of DAR dispatchers' vacation time issue

Dennis Pinheiro at meeting

Possibly add new lines on the Agenda – Old Business/New Business

12. Executive Session (ORS 192.660(2)(e)) – To conduct deliberations to negotiate real property transactions.

The Board met in Executive Session to conduct deliberations to negotiate real property transactions.

13. Adjournment at 8:05 p.m.